

CHAPTER 3

ACCESSING CM/ECF

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Access to the CM/ECF system is gained through using Internet Explorer or Netscape Navigator WEB browsers.

STEP 1 Open Internet Explorer or Netscape Navigator and enter the URL (address) of the court's homepage in the browser's **Location** field. (See Figure 1)

www.flmb.uscourts.gov



Figure 1

STEP 2 Click on the **CM/ECF** link on the left side of the screen on the homepage.

STEP 3 The CM/ECF Information page displays. (See Figure 2)**Figure 2**

- ◆ Click on the applicable database from the section labeled **Login to CM/ECF v2.6**.
- ◆ **Live:** <https://ecf.flmb.uscourts.gov>
- ◆ **Training:** <https://ecf-train.flmb.uscourts.gov>

Step 4 The ECF screen displays. (See Figure 4)

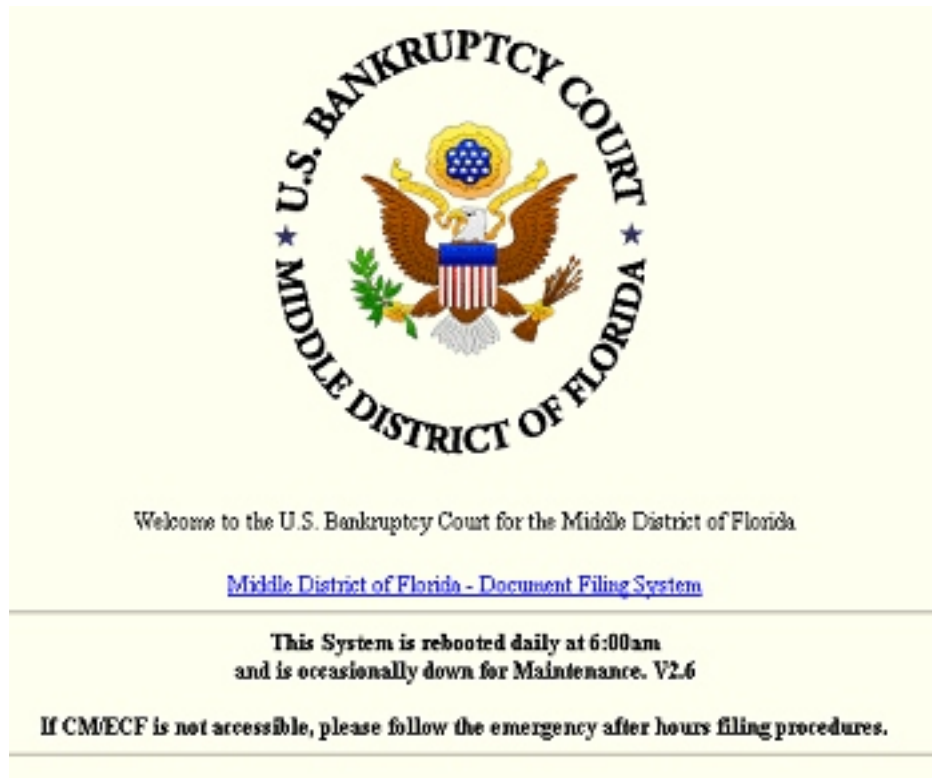


Figure 3

- ◆ Click on the hyperlink: **Middle District of Florida - Document Filing System.**

Step 5 The ECF/Pacer Login screen displays. (See Figure 5)**ECF/PACER Login****Notice**

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.



The screenshot shows a web form titled "Authentication" with a yellow background. It contains three input fields: "Login:", "Password:", and "client code:". Below the fields are two buttons: "Login" and "Clear".

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Figure 4

- ◆ Enter your **CM/ECF Login** and **Password** if you wish to file pleadings electronically. Your login and password are case sensitive. For example, a login of thomask should not be Thomask or THOMASK.
- ◆ Enter your **PACER Login** and **Password** if you wish to run reports and/or view pleadings.
- ◆ Click **[Login]** to continue.

NOTE: The **preferred method** to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.